

The Department of Procurement (the “DOP”)
on behalf of the
Office of Enterprise and Assets Management

FC-7611, Citywide Pest Control Services



Presentation Made By: James E. Crenshaw, Contracting Officer

Tuesday, December 16, 2014

Location: 55 Trinity Avenue, S.W. City Hall South, Suite 1900 (DOP Bid Room)

Time: 10:00 am

City of Atlanta Panel



- ▶ Welcome and Introductions
 - James E. Crenshaw, Contracting Officer
- ▶ Ethics Department
 - Ms. Nina Hickson, Ethics Officer
- ▶ Enterprise Risk Management
 - Mr. Jimmy Porter, Risk Management Analyst
- ▶ Office of Contract Compliance
 - Mr. Bruce Bell, Senior Contract Compliance Manager
- ▶ User Department
 - Mr. Vence Williams, Senior Facility Maintenance Administrator
- ▶ Audience Introductions

Be Mindful of.....



- **Prohibited Contacts**

- Please do not contact OEAM.
- James E. Crenshaw: (404) 865-8816 Email: jecrenshaw@atlantaga.gov

- **Non-Authoritative Statements**

- Information provided today is non-authoritative.
- Questions submitted in writing. Addendum will be issued.

- **Plan Holders vs. Attendees at Pre-Conference**

- Only Plan holders receive project updates.
- Please add your name to the plan holder list.

- **Addendum Deadline:**

- **Friday, December 19, 2014, 1:00 p.m. (eastern)**

- **Proposal Due Date:**

- **Wednesday, January 7, 2015, 2:00 p.m. (eastern)**



Minimum Qualifications

- ▶ • Each Proponent team member (Service Provider Key Personnel) must be able to demonstrate a minimum of five (5) years of experience within the last ten (10) years in pest control services.
- ▶ • Each Proponent shall submit with its Proposal, documentation that demonstrates it is duly authorized to conduct business in the State of Georgia.



City of Atlanta Ethics Office

Ms. Nina Hickson
Ethics Officer



Office of Enterprise Risk Management

Mr. Jimmy Porter
Risk Management Analyst



Office of Contract Compliance and AWDA

Mr. Bruce Bell
Senior Contract Compliance Manager

Office of Enterprise and Assests Management



▶ Introduction of Departments Business Objectives

- **Project Manager:** Mr. Vence Williams, Senior Facility Maintenance Administrator

▶ Opening the Floor for Questions & Answers

- **(All Statements Made Today are Not Authoritative in this Forum!!!)**

All questions and responses provided are not considered authoritative until placed in writing to the appropriate point of contact within DOP, James E. Crenshaw, Contracting Officer. He will ensure that a subsequent addendum is issued to all Plan Holders of record.

Part 2 – Contents of Proposals

Required Submittals



- ▶ **Proponents Proposals should be inclusive of Two Parts:**

I. Informational Proposal: 3.1.1- 3.1.1.5

A. Volume I – Information drafted by Proponent

**Executive Summary;
Organizational Structure;
Resumes of Key Personnel;
Overall Experience, Qualifications and
Performance on previous projects; and
Management Plan**

B. Volume II – Required Submittal Forms (Forms 1-9)

II. Cost Proposal: Exhibit A.1 (Proponent must submit in a separate sealed envelope labeled ‘Cost Proposal’.)

Note for Submission of Responsive Proposal Packages: (1) Proposal Package Should be Marked “Original” and nine (9) additional Copies of the Original Proposal package must be submitted in a separate envelope.

Next Anticipated Procurement Steps

After Proposal Due Date

▶ **Step 1: DOP Will Review Proposal(s) for Responsiveness (within two business days)**

- Form 1 - Illegal Immigration Reform and Enforcement Act Forms (IIREA)
- Form 2 - Disclosure Form and Questionnaire
- Form 3 - Proponent Financial Disclosure
- Form 4.1 - Certification of Insurance Ability
- Form 4.2 - Certification of Bonding Ability (**not applicable**)
- Form 5 - Acknowledgement of Addenda
- Form 6 - Proponent Contact Directory
- Form 7 - Reference List
- Form 8 - Proposal Bond (**not applicable**)
- Form 9 - Required Submittal Checklist



▶ **Step 2: DOP Will Submit **ONLY** Responsive Proposals to Internal City Stakeholders to Review for Responsibility:**

- ✓ **Office of Contract Compliance** to Review Appendix A-Required Submittals
- ✓ **Office of Enterprise Risk Management** to Review Form 4-Proponents Financial Disclosure Statements
- ✓ **Office of Enterprise and Assets Management** to Review for *assessment of a need* for Subsequent Scheduling of Collaborative Evaluation Session(s)

Evaluation Factors

RELATIVE WEIGHT	GRADED ITEM	SCORE
15%	Organization/Resumes of Key Personnel	
20%	Management Plan	
20%	Overall Experience, Qualifications and Performance on Previous Similar Projects	
15%	OCC Programs	
10%	Financial Capability	
20%	Cost Proposal	
100%	TOTAL SCORE	

Reminders

► **Addendum Deadline:**

- **Friday, December 19, 2014, 1:00 p.m. (eastern)**

****QUESTIONS RECEIVED THEREAFTER MAY NOT BE CONSIDERED****

► **Proposal Due Date:**

- **Wednesday, January 7, 2015, 2:00 p.m. (eastern)**

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.****



Primary Point of Contact: James E. Crenshaw, Contracting Officer

Email: jecrenshaw@atlantaga.gov

Direct Phone Number: 404-865-8816